

November 15, 2019

Dear Property Owner or Agent:

The State of South Carolina is seeking parking space in Richland County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, December 13, 2019**.

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Gary Anderson via e-mail at [gary.anderson@admin.sc.gov](mailto:gary.anderson@admin.sc.gov).

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: [https://admin.sc.gov/real\\_property/policiesandprocedures](https://admin.sc.gov/real_property/policiesandprocedures).

Sincerely,  
Gary M. Anderson  
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR  
UNIVERSITY OF SOUTH CAROLINA –SCHOOL OF MEDICINE (COLUMBIA)  
PARKING SPACE IN RICHLAND COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. The Department of Administration reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to the Department of Administration.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements; therefore, best proposals should be submitted initially.

**LEASE CRITERIA – University of South Carolina – School of Medicine (SOM), Dorn VA Campus  
(6439 Garners Ferry Rd, Columbia, SC)**

- **Location:** The parking facility should be located within 1000 feet (walking distance) of the University of South Carolina SOM campus. Pedestrians must be able to walk safely from the parking facility to the SOM campus, and required road crossings must be signalized
- **Expected occupancy date:** As soon as available
- Total space needed is approximately 230 Parking Spaces for staff and faculty
- **Term:** Provide proposed rates for 3 & 5-year terms
- **Signage:** Sign(s) identifying USC School of Medicine (SOM) Parking Only, “FS” Lot
- Lot must have ample lighting for safe passage and for early morning and evening safety
- Parking spaces must be gravel, asphalt, paved or concrete. Gravel lot should have concrete tire stops. Asphalt or concrete surfaces shall be striped.
- Parking facility shall have proper drainage and not be subject to flooding
- Proposals should be for a GROSS lease to include all operating expenses

**MINIMUM STATE REQUIREMENTS**

- **Standard State lease must be used – a copy is available on our website at:**  
[https://admin.sc.gov/real\\_property/forms](https://admin.sc.gov/real_property/forms) or can be provided upon request.
- Property must meet zoning requirements for proposed use.

**PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:**

- Proposals must specify the following:
  - Facility is new or existing parking lot.



**DIVISION of Facilities Management  
and Property Services**

Ashlie Lancaster, Director  
1200 Senate Street, Sixth Floor  
Columbia, SC 29201  
803.737-3880  
803.737.0592 Fax

- Describe the surface as well as any systems in place including lighting and access/revenue control system (manufacturer and software.)
- Indicate if Agency will not have exclusive use of parking facility.
- Proposals must be received by the Department of Administration, Real Property Services by **4:00 PM, December 13 2019.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).

**CONTACT INFORMATION**

All information and questions should be directed to the following person – no direct contact can be made with University of South Carolina – School of Medicine (Columbia). Direct contact can be cause for automatic disqualification.

**RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:**

GARY M. ANDERSON  
DEPARTMENT OF ADMINISTRATION  
REAL PROPERTY SERVICES  
1200 SENATE STREET, 6<sup>th</sup> Floor  
COLUMBIA, SC 29201  
PHONE: 803-737-0644 FAX: 803-737-0592  
EMAIL: [gary.anderson@admin.sc.gov](mailto:gary.anderson@admin.sc.gov)

